

OTL-203

Manage your Emails Efficiently, from Sending to Archiving



Objectives

With this training, participants will be able to:

- Use the red flag properly and understand its impact
- Use an efficient process to manage your Inbox
- Organize of your messages filing in personal folders
- Save time with automatic filing and archiving
- Customize new message notifications

Practical information

Duration	3 hours
Level	Intermediate
Number of participants	7 participants
Languages available	English - French

Prerequisites

General knowledge of the Windows environment

Target audience

Managers, administrative staff, or any person with difficulties in managing its workload

Content

1 - *Optimizing the Outlook Interface*

- Making the right alert choices
- Using the Reading Pane
- Managing Contacts

2 - *Methods, conventions, and options for sending emails*

- Creating a complete and structured header
- Creating, edit, and locate a Contact group
- Sending a message to a Contact group or part of a Contact group
- Conventions for writing subjects (project management, email reading management)
- Send Options (drafts folder, attachments, priorities, confirmations, and follow-ups, resending)

3 - *Sorting and search*

- Sort and group
- Search for emails
- Search Folders (standards, personalized, from people, from specific words)
- Enable Out of Office Manager for Exchange or Microsoft 365

4 - Email Management Process

- Prioritizing message reading
- Management discipline (objectives and filing methods)
- Marking a message for follow-up and complete it
- Creating a quick task
- Transform messages into tasks or appointments
- Insert hyperlinks or Outlook elements

5 -Categories

- Assign Categories
- Display by Categories

6 -Quick Steps

- Creating and editing a Quick Step
- Managing Quick Steps

7 - Rules and Archives

- Using Rules and Alerts wizard (types of rules, conditions, actions, exceptions)
- Archiving (automatic and personalized archiving, manual archiving)
- Display or hide the Archives folder

Included with your training



*Complete manual with
step-by-step
explanations*



*Exercise worksheets
seen in class*



*Training
Certificate*



*Recognition Badge that you can
share on your LinkedIn page*



*Post-training follow-up
offered for 6 months*